

Facilities Manager-Sales & Rentals (Facilities Maintenance Repairer II)
Mississippi Agriculture and Forestry Museum

Job Description

Characteristics of Work:

Responsible for managing museum rental facilities that are used by the public for the purpose of lectures, performances, meetings, parties, dinners and other events. Communication, problem-solving skills and customer service skills will be exercised to extend hospitality to guests to ensure a positive guest experience. Implement facility policies put in place by leadership. General knowledge of building maintenance, custodial skills and audio visual equipment is essential.

Supervision is exercised over personnel assigned to sales and rental operations. Supervision is received from Director of Administration, Sales and Visitor Services. Support a collaborative work environment within project teams and with all Museum colleagues to ensure quality experiences according to the Museums mission and vision.

Examples of Work:

1. Responsible for keeping rental facilities clean, attractive and well-maintained, inside and out.
2. Develop and recommend a plan to repair and/or replace needed items in and around facilities.
3. Organize and retain maintenance, repair and cleaning records for rental buildings, including inventory and ordering of supplies.
4. Assist with facility and grounds upkeep around rental facilities.
5. Communicate with supervisors to assist with effective planning of personnel scheduling to assume maximum productivity for rental building operations.
6. Greet guests/customers and give tours of rental buildings.
7. Communicate with customers on event layouts.
8. Assist with rental contract negotiations.
9. Assist with Museum programmed special events and projects including pony rides, train rides, carousel rides and hay rides as assigned.
10. Responsible for reader board message on Lakeland Drive sign.
11. Think in terms of solutions and maintain a positive attitude.